

Trustees of the Manchester City Library
Hunt Room
Minutes – July 21, 2008

Called to order the Monthly Meeting at 3:35pm.

In Attendance: Trustees Joanne Barrett, Madeleine Roy, Jeff Hickok, and Chair Karen Sheehan Lord. Also, present Library Director Denise van Zanten and Foundation Liaison Jessica Ashby

Excused: Trustees Jack Shea, Patricia Cornell

Minutes: Motion made by Trustee Barrett to accept the June 16, 2008 minutes, seconded by Trustee Roy, all in favor.

Director's Report:

PERSONNEL – Charlene Bassett has retired. Restructuring of her position will be discussed by Director van Zanten and Head of Circulation Claudia Mayer. Kate Norton, Head of Teen Services will attend the September meeting.

Union dues have increased \$1 per month.

First staff meeting was held on July 18th at 7:30am.

Director van Zanten will be out of state from August 25-31st. She will appoint another admin to be in charge.

Library page at West Ben Thoenle will be leaving August 4th. Permission was given by Trustees to fill both the West and Main library's page positions in the Fall.

Staff was reminded that patron confidentiality is expected. Violation of this could result in dismissal.

Trustees discussed the library being opened year round on Saturdays. That would mean being open 10 extra days a year. Cost of electricity would be between \$3,000 and \$6,000 for those hours. Director van Zanten and the Administrators will discuss this further and get back to the Trustees.

Polaris – training will begin shortly. System will be down from 8/22 to 8/27/09. Patrons will not be able to renew or place requests online. Also open requests will be down for this time period. No new materials will be entered into the system. Also the city operates on Windows 2000 and the library may not be able to utilize all that Polaris offers. Lichen is working with Information Systems to test VISTA.

Wish List – some things have been taken off – such as the A/C unit for West and the projector and screen . Administrators will be updating this list for the Fall.

Learn To Read – On June 24th, Director van Zanten and Head of Information Services Dee Santoso met with Beth Sabol and Brian Kroll. Issues were discussed on both sides. They will meet quarterly. Miniature Golf tournament will be held in the Fall.

Cote Estate – Director van Zanten will check with Stephanie Kenyon about remaining items that were in other auctions. Estate should be settled some time this Fall.

Still waiting for the bills to come in from the lightning strikes. All systems are up and running.

State Statistical Report is done and Trustee Roy and Chair Sheehan Lord have signed it.

Annual Report – staff is working on.

One Card Program – Kick-off will be a Fair on September 6th on the lawn here at the Library. Committee trying to get hot dogs for free. Majestic Theatre will present “Oliver” and Mr. Phil, balloonist and face painter Cedar will perform. Program start time is undecided either 10-1 or 11-2pm. Mugs for anyone getting a new library card are in and were purchased by the Foundation. 32 area businesses will participate in the One Card...Endless possibilities program.

City Walk program – Library is in 1st place by over 2,000,000 steps.

NELA Conference in October conflicts with the Trustees Meeting. Director van Zanten will be doing 2 programs for the conference. Item will go on agenda for next month.

Review of MCL Financial procedures were discussed by the Trustees. Finance Committee will meet with Fran, Mary and Director van Zanten.

Claudia Mayer, Head of Circulation and Accountant Fran Ryan will be visiting Nashua Public Library to view their procedures with cash registers.

Finance Report

New law for Investing of Trust Funds was discussed. Further discussion will be held at next meeting.

Foundation Report

Monique Brown and Chris Windler have completed their terms and Gloria Gagnon has resigned from the board. The new members include, Jessica Ashby, Stephanie Bergeron, Christiane Ackerson, and Kara Fontaine;

John Deachman – Chair
Dan Scanlon – Vice President
Roz Lockwood – Secretary
Jocelyn Charles – Treasurer

John Deachman, Chair has been reviewing Foundation accounts and is looking into the 10% endowment policy. Director van Zanten stated she found the policy and that 10% of all fundraisers would be set aside in the general fund to build into an endowment. Advocate has been suspended. Any articles will be in the library's newsletter.

By-laws for the Foundation will be reviewed and brought up at next meeting. Foundation would like to raise their profile in the community. They would also like to let the donors know just what their donations have purchased for the Library.

Also, discussed was fundraising. They would like to do a calendar again in 2009 and have already started planning the next author reception. \$150 will go to purchase books for Monique Brown, Gloria Gagnon and Chris Windler. There are still 4 director spaces available on the Foundation Board.

Old Business:

No meeting in August. Next meeting will be at the Main Library on September 15th at 3:30pm.

New candidate for Trustee position will be reviewed.

New Business:

Clock has been purchased for Kevin Devine for his years of service on the Library Board of Trustees.

Retirement gift for Charlene Bassett will also be purchased.

Motion to authorize gift for Charlene Bassett by Trustee Barrett, seconded by Trustee Roy, all in favor.

Review in September goals for Director van Zanten by the Personnel Committee.

Received \$17,346 for microfilming historic newspapers from Cogswell Trust.
Congratulations to Dee Santoso and Cynthia O'Neil for writing the grant.

Adjourned at 4:55pm